



September 7, 2007

JOB OPPORTUNITY

If it's a challenging position you're looking for,
we have the ideal job for you.

CLASSIFICATION: *RESEARCH PROGRAM SPECIALIST II, Health Policy
(WILL CONSIDER RESEARCH PROGRAM SPECIALIST I)*

TENURE/TIME BASE: *PERMANENT/FULL TIME*

BUREAU: *CALIFORNIA RESEARCH BUREAU*

MONTHLY SALARY: *\$5309-\$6451*

SUMMARY: The Research Bureau was created in 1991 within the California State Library to provide policy research, analysis, and information services that are timely, objective, nonpartisan and confidential. The Bureau's staff responds to and anticipates issues which are subject to legislative resolution, and addresses policy issues of statewide importance in an interdisciplinary, integrative manner. The Research Bureau works exclusively and directly for members and committees of the California Legislature, and for the Governor's Office and other elected state Constitutional officials, in support of their responsibilities in proposing and evaluating legislation and public policy. The RPS II plans, designs and implements major, complicated research and statistical projects and is an innovator in the health policy area. The RPS II will provide expert guidance on difficult technical problems; serve as a prime resource and provide expert consultation services to top administration, department staff, legislative bodies, commissions and agencies.

DUTIES:

- Plans, conducts, and collaborates on the most difficult health policy research studies and program evaluations requested by public officials.
- Reads, understands, and is able to apply large amounts of relevant research.
- Uses microcomputer software to carry out statistical and/or quantitative research.
- Evaluates the accuracy and validity of statistical data.
- Conducts research on multiple health policy topics as requested by public officials.
- Compiles and synthesizes large amounts of both qualitative and/or quantitative information.
- Interprets qualitative and/or quantitative information within a public policy context.
- Develops contacts within the health policy state and research communities.
- Writes correspondence in response to requests from public officials.

- Prepares and makes formal presentations based on research.
- Prepares and makes informal presentations on research.
- Prepares CRB research publications.
- Writes legislation at the request of a client.
- Advises clients on issues related to health policy development and formulation.
- Participates on task forces and advisory committees.
- Organizes health policy research seminars, forums, and panels.
- Reads major newspapers and periodicals, including electronic ones, to obtain health policy-related information.
- Attends appropriate conferences, hearings, and meetings that provide contacts and health policy-related information.
- Follows developments in health policy through contacts and appropriate readings.

DESIRABLE QUALIFICATIONS:

- Background and knowledge in the health policy area.
- Ability to produce written material.
- Ability to communicate orally.
- Ability to work overtime as needed.
- Ability to travel and attend meetings on short notice.
- Able to communicate written and oral thoughts clearly.
- Ability to be flexible.
- Able to conduct research in a stressful high visibility environment.
- Able to work on multiple projects simultaneously.
- Interested in the process of formulating public policy.
- Ability to work successfully with high-level state officials of the executive and legislative branches.
- Knows how to deal with elected officials and their staff.
- Experience writing about research findings.
- Experience making public presentations.
- Experience using personal computers and software packages.
- Ability to evaluate situations effectively and take appropriate action.
- Ability to communicate effectively both orally and in writing.
- Experience handling multiple projects with varying deadlines.
- Ability to act independently and have initiative.
- Knowledge of research methods and techniques, application computerized models to research data; statistical and other methods used in the analysis and projection of data; survey methods and analytical techniques and operations research methods.

APPLICATION PROCESS:

Persons who are currently at the Research Program Specialist I or II classification level; or eligible to lateral transfer; or eligible for appointment from SROA/Surplus may apply. Applications should be sent to the California State Library, Human Resources Services Office, Room 215, P.O. Box 942837, Sacramento, CA 94237-0001. All applicants must clearly indicate the basis of their eligibility in "Examination(s) or Job Titles for which you are applying" on the standard application form (STD 678). ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. Applications will be screened and only the most qualified candidates will be interviewed. For any other questions please contact Stella Ramirez at (916) 651-0337, sramirez@library.ca.gov.

EQUAL OPPORTUNITY EMPLOYER